

How to get an Accurate Printing Quote

Your project is underway, you've created your files and are ready to "go to print." How do you explain your job to your printer to ensure an accurate quote? What is the pertinent information that will affect your printing costs?

INVOLVE YOUR PRINTER THROUGHOUT THE PLANNING & DESIGN OF YOUR PROJECT

Unless your job is fairly simple or you have printed similar projects before, you should involve your printer throughout the design process, from onset to completion to avoid surprises and to "head-off" potential problems.

YOUR REQUEST FOR A QUOTATION: THE INFORMATION TO INCLUDE

On the following page is a sample "Request for Quotation." Completing your quote request with the proper information will ensure your printing quote is as accurate as possible.

ASK QUESTIONS!

If you are unsure what something means – ASK! It will save everyone time and money to clear up any confusion prior to going to print. Your printer is a very knowledgeable person & will have comments and suggestions for your project. Don't forget to ASK!

PROJECT QUOTE REQUEST

REQUESTED BY:

DATE

PHONE

EMAIL

FAX

JOB DESCRIPTION

FLAT SIZE

FINISHED SIZE

PREP WORK

CAMERA READY

COMPOSITE/FILM FURNISHED

DISK FURNISHED

PAPER **Cover:**

Text:

INKS **Cover:**

Text:

LEAD-TIME

QUANTITY

**SPECIAL
FINISHING**

**POST-PRESS
WORK**

PACKAGING

DELIVERY

**ADDITIONAL
INFORMATION**